



QD-QE-008

Revision D

EFFECTIVE DATE: September 24, 2004

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

ORGANIZATIONAL INSTRUCTION

Software Assurance Status Report

OPR(s)

QD10,QD20,QD30,QD40

OPR DESIGNEE

Rosalynne Strickland

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DOCUMENT HISTORY LOG

| Status (Baseline/ Revision/ Canceled) | Document Revision | Effective Date | Description |
|--|----------------------|-------------------|--|
| Baseline | | 10/13/00 | |
| Revision | A | 8/20/01 | Changes made to incorporate new report format and to reflect current process. Correct reference to QS01-QE-011. Appendix 1 and references deleted. |
| Revision | B | 9/09/02 | Format and numbering change to implement requirements of QS-A-001 rev F. |
| Revision | C | 10/20/03 | Changes made to incorporate new QD40 organizational name |
| Revision | D | 9/24/04 | "Revised to bring document in compliance with the HQ Rules Review Action (CAITS: 04-DA01-0387). Changes were also made to reflect S&MA organizational name changes (i.e., QS to QD). " |

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Software Assurance (SA) Status Report

1. PURPOSE, SCOPE, AND APPLICABILITY

1.1 Purpose – The purpose of the instruction provides the Software Assurance representative with direction for producing and distributing a Software Assurance Status Report.

1.2 Scope - This organizational instruction documents the Software Assurance Status Report process and the format to be used by the Software Assurance representative.

1.3 Applicability - This organizational instruction applies to Software Assurance support provided by QD40. Other Safety, Reliability, and Quality Assurance Policy and Assessment Department (QD40) organizational instructions will specify whether a Software Assurance Status Report is required and refer to this document for preparation.

2. DOCUMENTS

2.1 APPLICABLE DOCUMENTS

| | |
|-----------|---|
| QD-QE-009 | SOFTWARE ASSURANCE REVIEW/APPROVAL OF TECHNICAL DOCUMENTS |
| QD-QE-010 | SOFTWARE ASSURANCE SOFTWARE MILESTONE REVIEW SUPPORT |
| QD-QE-011 | SOFTWARE QUALITY ASSURANCE SOFTWARE AUDITS |
| QD-QE-012 | SOFTWARE QUALITY ASSURANCE SUPPORT OF FORMAL SOFTWARE TESTING |
| QD-QE-013 | SOFTWARE QUALITY ASSURANCE SOFTWARE ACCEPTANCE AND DELIVERY SUPPORT |

2.2 REFERENCE DOCUMENTS

None

3. DEFINITIONS

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3.1 Assessment – Examining plans, processes, and procedures, in a systematic and independent approach to determine whether required activities and related products conform to contract requirements and whether the activities are effectively implemented.

3.2 Software Assurance -The planned and systematic set of activities that ensure that software life cycle processes and products conform to requirements, standards, and procedures. Software Assurance includes the disciplines of Software Quality (functions of Software Quality Engineering, Software Quality Assurance, Software Quality Control), Software Safety, Software Reliability, Software Verification and Validation, and Independent Verification and Validation (IV&V).

3.3 Software Configuration Management (SCM) - A discipline applying technical and administrative direction and surveillance to (1) identify and document the functional and physical characteristics of software configuration items and baseline, (2) control changes to those characteristics, and (3) record and report change processing and implementation status of software configuration items and baseline.

3.4 Software Quality Assurance (SQA) - The planned, systematic process that ensures that desired procedures, standards, requirements, and quality attributes are:

Established prior to software acquisition/development
Followed during each phase of acquisition/development

Ultimately, the basic Software Quality Assurance function is to ensure that both software products and acquisition process comply with established standards, practices, and procedures.

4. INSTRUCTIONS

4.1 Software Assurance Status Report - These reports provide a record of the defined task, along with results and findings. Once a Software Assurance Status Report is generated, the report is electronically distributed to Program/Project no later than 2 weeks after the defined task has been completed

4.2 Software Assurance Status Report Format - The Software Assurance Representative is required to generate a Software Assurance Status Report(s) providing at a minimum the information listed below:

4.2.1 Software Assurance Status Report header, including:

4.2.1.1 Project – Enter Full name of Project/Program

4.2.1.2 Date – Enter the date of distribution.

4.2.1.3 Activity performed – Enter the activity performed.

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4.2.1.4 Activity date – Enter the date of the subject process.

4.2.1.5 The Software Assurance Representative – Enter name of the Software Assurance Status Report Author.

4.2.2 Report Content - State the purpose and describe the key activities, results of the defined task, including:

4.2.2.1 List of documents or materials reviewed.

4.2.2.2 Summary, describe the results at a high level.

4.2.2.3 Major issues, recommendations, non-conformances, concerns.

5. NOTES (References)

None

6. SAFETY PRECAUTIONS AND WARNING NOTES

None

7. APPENDICES, DATA, REPORTS, AND FORMS

None

8. RECORDS

None

9. TOOLS, EQUIPMENT, AND MATERIALS

None

10. PERSONNEL TRAINING AND CERTIFICATION

None

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11. FLOW DIAGRAM

None

12. RESPONSIBILITIES

Work accomplished within the scope of this organizational instruction will be performed by the Software Assurance representative. The Safety, Reliability, and Quality Assurance Policy and Assessment Department (QD40) may delegate the responsibilities and tasks provided in this organizational instruction to support contractors who are responsible for carrying out the tasks identified herein.